

ACTION Timetable

www.timetable.co.za

Student Timetable Manual

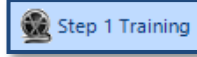
Version 2.1

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Support and Help 😊



- Check the manual
- Einstein for in program help
- Watch the training videos



- ⇒ Make use of the in program **(menu)->Support->Ticket**
- support@timetable.co.za or best use the ticket system above.

Quick Tips

- Be calm and relax – you are using a great tool – enjoy the ride.
- Wait until the timetable planning is finalized.
- Make sure the screens have green checks as correct before continuing.
- **Help (Menu)->Support->Ticket**
- Almost everything that you see can be changed by double clicking on it.
- Watch the training videos.
-  Undo at top left is a lifesaver.
- Make use of the SASAMS data integration.

Starting with next year timetable:

Copy c:\act folder to a new folder eg : c:\act_2020

Run c:\act_2020\scheduler.exe

- 1) (menu)->Support->**Download Update**
- 2) (menu)->Step 1 : Input
- 3) [Input]->Students : **[Promote]** (top right)

You are ready to begin and complete input.

Training videos can be found at www.timetable.co.za

Important
Information

1. Step 1 Input



The goal is you want to have **green “correct” ticks** in all the tabs. A **blue arrow** indicates that a menu is still incomplete.

Blue arrows indicate menus are incomplete

Einstein = Help!

Can use drag and drop to duplicate cells

Periods count up correctly

Status bar showing outstanding issues

Psw was given

Gr9 under by 1 periods

	Gr8	Gr9	Gr10	Gr11	Gr12
AC	4	4			
ACC			7	7	
AFAL	8 (choice)	8 (choice)	8	8	
BS			7	7	7
EMS	4	3			
ENG	8	8			8
GEO					7
HIS					7
ISIZFAL	8 (choice)	8 (choice)	8	8	8
LO	4	4	1	1	1
LO-b			1	1	1
LO-sport			1	1	1
LS			7	7	7
MATH	8	8	8	8	8
ML			8	8	8
NS	4	4			
PHYSC			7	7	7
SS		4			
TECH		4			
TOU			7	7	7
VA			7	7	7
Totals	✓ 48	Under by 1 ✗	✓ 48		✓ 48

1.1 Periods per subject

Each grade needs to add up to a green tick at the bottom. For example, if you have 5 days, with 10 periods each day, then your total below would be 50 periods.

1.3 Teachers workload

ACT Timetable

Menu Input Roster

General 5x8 Periods Overview Ties Workload :62 in brackets

Teachers [20] (waiting 62 classes)

Teacher: Lynch, Evan [9]

Drag and drop teacher to unassigned courses.

Values between parentheses indicate unallocated classes

This indicates the amount of classes taught (not lessons). Thus 1 class might be 7 periods and the teacher total will be displayed in the top.

Workload :62 in brackets

Subjects are allocated by clicking on the arrows in the selected subject box, to move the values between brackets that are on the right, to the left. All subjects are allocated when no more values (between brackets) remain.

You can also take away an allocated subject by clicking on the down arrow.

Note: To assign teachers to a specific class – double click on subject for the popup as below.

1.3.1 Parallel medium schools

This can be assigned under [Input]-[Teachers]. Double click on the subject, as in this case Acc 10. A pop-up will appear. Double click on the language for that specific class. Note that classes can be both English and Afrikaans, or mixed, as in the screen shot below.

ACT Timetable

Menu Input Keys Students Roster

General 5x8 Periods Overview Students [847] Ties [22] Teachers [57] Type Courseid

Teacher: Smith J [34]

Language

Mixed

Afr (17 students)

English (35 students)

OK Cancel

Subject: BS 10

Section	Teacher	Room	Language
1	Smith J		
2	Smith J		
3	Smith J		

1.4 Students' Subjects

Click “Promote” to move all the students to the next year’s grade.

The image shows two screenshots from a software interface. The left screenshot is the 'Student' window for a student named Arnold, Lisa, with grade Gr 11. It lists subjects: AFAL 11, ENG 11, ML 11, ISZPAL 11, MATH 11, BS 11, HIS 11, TOU 11, ACC 11, GEO 11, LS 11, and MYSC 11. The right screenshot is the 'Roster' window showing a list of students and their courses. A 'Promote' button is highlighted in the top right. A red star next to 'Avery, Rodriguez 15078' indicates a student who is correct and outstanding. Annotations include: 'Promote' (pointing to the button), 'All students must be correct and outstanding students are shown in red' (pointing to the red star), and 'Double click to change a student.' (pointing to a student's name in the roster).

To promote or demote a student change the grade,

1.5 Ties or Special Grouping

Most of the schools will not use this feature since the combinations are being built automatically by the program.

The image shows the 'ACT Timetable' window. It displays a grid of periods (1-5) and subjects (MATH, ENG 5, NS 5, EMS 5, LO 5, SS 5, TECH 5, PE 5). A curved arrow points from period 1 to period 2, with the annotation 'Drag and drop to merge'. Another arrow points to the PE 5 cells in periods 1, 2, 3, 4, and 5, with the annotation 'PE. [1,2] and [3,4,5] are combined'. The bottom section shows a list of subjects and teachers, including 'Gr 5 1' through 'Gr 5 4' and 'Gr 5 5'.

2. Step 2: Building the Keys

Make sure Step 1 is correct with the status bar indicating ‘all information is correct’ before continuing to the next steps.

The screenshot shows the ACT Timetable software interface. Annotations include:

- (x2) means 2 students do not fit in.** (Pointing to the 'Gr12 (x2)' label in the top grid)
- Select the detail levels to be displayed (e.g., teachers' names, colour coding, etc.)** (Pointing to the 'Cell details' button)
- Build the combinations** (Pointing to the 'Build' button in the 'Course placements' panel)
- Double click on the subject, to see the pop up function menu.** (Pointing to the 'PHYS 12' subject in the top grid)
- Move subject** (Pointing to the 'Move' button in the 'Detail view' panel)

The top grid shows a list of subjects and their placement across keys. The bottom panel shows the 'Detail view' with a table of metrics:

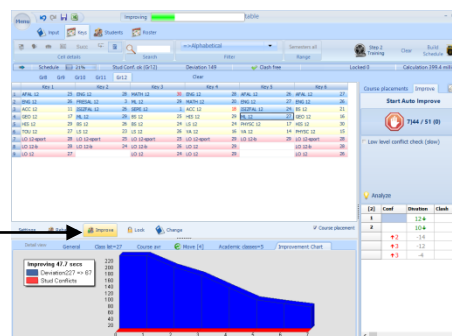
	Key 1	Key 2	Key 3	Key 4	Key 5	Key 6
Student Conflicts	↑2	Current				
Class Deviation	4			2	2	
Teacher clashes	✓			✓	✓	✓
Teacher prep balanced						

2.1 Move a subject

To move a subject, click on the subject in the top grid, and then the [Move] tab at the bottom. The move grid will show what will happen if a subject were to move to that key. The change in “Student Conflicts” indicates a change in students that will fit in, and the “Class Deviation” indicates the overall class size balancing. Double click to make the change. Remember, you can always undo the move by selecting the undo button at the top.

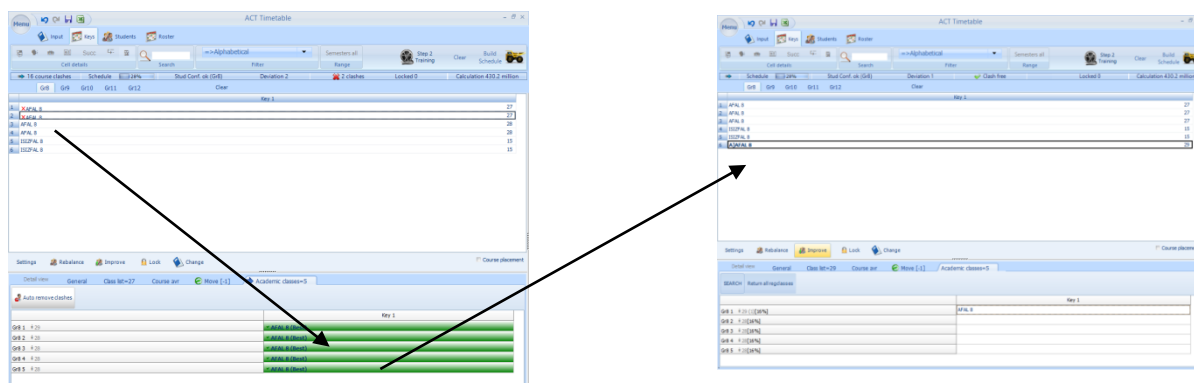
2.2 Improving the keys

Click [Improve] and the class sizes and conflicts will be improved.



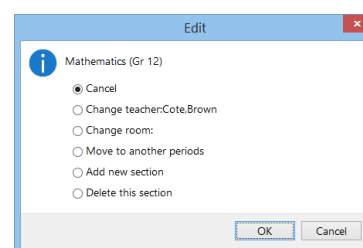
2.3 Move Clashes into Registered Classes

Oftentimes, for the juniors, clashes arise and we take them out of the keys into “Register Classes.” Click on the clash, and then [Academic Classes]. A register of classes that can accommodate this subject will be listed. Double click at the bottom to move the subject into the class register.



2.4 Change Teachers, Add/Delete Section

Double click on the subject or [Change] for the popup change menu.



3. Step 3: Students

After the keys have been built, this is where you can view the students in their combinations. Note that for FET supreme, LO is placed with the choice subjects that are in yellow.

ACT Timetable

Menu Input Keys Students Roster

Cell details 100.00% 141 students Search Arrange According to: Filter

Schedule 71% Stud Conf. ok (Gr12) Clash free locked 0 Calculation 433.6 million

Gr8	Gr9	Gr10	Gr11	Gr12	Name	Conflict	Sem	Key 1	Key 2	Key 3	Key 4	Key 5	Key 6	
					1 Alford,Tristan	14870	✓	Gr 12 1	AFAL 12	ML 12	LS 12 LO 12-b	HIS 12 LO 12	ENG 12	BS 12 LO 12-sport
					2 Allen,Phillips	15185	✓	Gr12 5	HIS 12 LO 12-sport	LS 12 LO 12-b	GEO 12 LO 12	MATH 12	ENG 12	AFAL 12
					3 Allen,Susan	14929	✓	Gr12 1	HIS 12 LO 12-sport	ISIZFAL 12	ML 12	LS 12 LO 12	VA 12 LO 12-b	ENG 12
					4 Barber,Dy				BS 12 LO 12-b	ML 12	LS 12 LO 12	ENG 12	ACC 12 LO 12-sport	
					5 Barrera,Alex	14899	✓	Gr12 2	AFAL 12	BS 12 LO 12-sport	MATH 12	ACC 12 LO 12	PHYS 12 LO 12-b	ENG 12
					6 Bender,Helen	14922	✓	Gr12 1	AFAL 12	BS 12 LO 12-sport	ML 12	HIS 12 LO 12	VA 12 LO 12-b	ENG 12
					7 Berg,Zachary	1500	✓	Gr12 5	HIS 12 LO 12-sport	ISIZFAL 12	ML 12	ENG 12	VA 12 LO 12-b	BS 12 LO 12
					8 Bishop,Richard	14988	✓	Gr12 4	ENG 12	BS 12 LO 12-sport	MATH 12	HIS 12 LO 12	VA 12 LO 12-b	AFAL 12
					9 Boone,Miguel		✓	Gr12	AFAL 12	ENG 12	BS 12	LS 12	ML 12	HIS 12

Change student subjects

Detail view General Stats Course Solutions 'Alford,Tristan' Gradelevel 0 Opportunities Class list (30)

All (69)	AFAL 12	BS 12	ENG 12	HIS 12	LS 12	ML 12	Other classes(does not work)
5	From	To	type	Conf	Size	Grd	
1	AFAL 12	Xdelete	Core			✓	
2	AFAL 12	FRESAL 12	Core		23	✓	
3	AFAL 12	ISIZFAL 12	Core		25	✓	
4	AFAL 12	MATH 12	Core		24	✓	
5	AFAL 12	SEPE 12	Core		1	✓	

Key 1	Key 2	Key 3	Key 4	Key 5	Key 6
	ENG 12 Giles,RUBY 26	LS 12 @Pugh,J 23 LO 12-b	HIS 12 @Russell 29 LO 12	ML 12 Macias,Hele 28	BS 12 Brewer,Smit 26 LO 12-sport

4. Step 4: Building Your Timetable

The screenshot shows the 'Automated Build' window in SaSams School. The interface includes a menu bar, a toolbar, and a main workspace. On the left, a list of classes (Gr8 A through Gr12 B) is shown, with a box labeled 'Classes, teacher or rooms' pointing to it. The main workspace displays a grid of periods (Per 1 to Per 8) across six days (Day 1 to Day 6). A box labeled 'Double click to lock/unlock' points to a cell in the grid. On the right, a 'Subjects' panel shows a list of subjects and teachers, with a box labeled 'Double click to place' pointing to it. At the bottom, a 'Tools + Edit' panel contains buttons for 'F2 View', 'F3 Place', 'F6 Move', 'F7 Solution', and 'Edit'. A box labeled 'Personal Placement' points to a 'Meeting' button in the grid.

4.1 Personal Placements

4.1.1 Reserving a teacher

Blocking or reserving a teacher for certain periods.

The screenshot shows the 'Roster Class, Shantal' window. It displays a grid of periods (Per 1 to Per 8) across five days (Monday to Friday). A teacher's name, 'Dass, Shantal', is listed on the left. A popup menu is visible over the grid, with options: 'Remove this period', 'Unplace all periods', 'Lock or unlock', 'Lock all', 'Meeting', 'Reserve', and 'New name'. A box labeled 'Click on a teacher. Double click on the period. Popup menu: pick Meeting or add a new subject. Tip: Use drag and drop to duplicate.' points to the 'Meeting' option in the popup menu.

4.1.2 Placing a subject

The screenshot shows the 'Subjects | Build' window. It displays a grid of periods (Per 1 to Per 8) across five days (Monday to Friday). A subject's name, 'AC 8', is listed on the left. A box labeled 'Click on a subject on the right Double click on green to place' points to a green circle in the grid.

4.1.3 Moving a subject

	Monday	Tuesday	Wednesday	Thursday	Friday
Per 1	SS 7	SS 7	AFAL 7	MATH 7	EMS 7
Per 2	LS 7	ENG 7	AFAL 7	MATH 7	NS 7
Per 3	AC 7	MATH 7	ENG 7	LO 7	SS 7
Per 4	SS 7	NS 7	ENG 7	NS 7	LS 7
Per 5	MATH 7	ENG 7	ENG 7	ENG 7	AC 7
Per 6	LO 7	ENG 7	MATH 7	AFAL 7	AFAL 7
Per 7	EMS 7	AC 7	MATH 7	AFAL 7	ENG 7
Per 8					

- Click on the subject
- Select [Move]
- A grid of pink blocks will appear to indicate all the legal moves.
- Now drag and drop the subject onto any of the pink blocks.
- Note: The best option is shown is Green

4.6 Solutions

- Click on the subject
- Click [Solutions] button at the bottom
- All workable solutions will be displayed
- Double click to make the change



4.2 Improving doubles



4.5 Changes to workload

- Can be done at Step 1 Input
- Or click the edit - bottom right
- Everything that can be changed will be displayed in blue
- Double click to change
- When you are done, remember to turn off edit mode.**

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
Per 1	AC 9	Key 1	LO 9	NS 9	LO 9	TECH 9
Per 2	TECH 9	Key 1	JGEO9	TECH 9	JHIS9	NS 9
Per 3	Key 1	JGEO9	SS 9	ENG 9	AC 9	EMS 9
Per 4	LO 9	ENG 9	JHIS9	ENG 9	MATH 9	Key 1
Per 5	SS 9	ENG 9	MATH 9	JHIS9	JGEO9	Key 1
Per 6	ENG 9	MATH 9	ENG 9	MATH 9	Key 1	ENG 9
Per 7	EMS 9	AC 9	MATH 9	Key 1	SS 9	MATH 9
Per 8	MATH 9	NS 9	Key 1	EMS 9	ENG 9	MATH 9

5. Step 5: Viewer

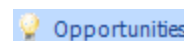
This is used after the timetable has been built for finding, changing students and printing.

The screenshot shows the ACT Timetable Viewer interface. The top menu bar includes 'Menu', 'Input', 'Keys', 'Students', 'Roster', and 'Viewer'. Below the menu, there are icons for 'SASAMS-SMS', 'SASAMS-Update', 'Copy viewer', 'Subst', 'Independent', and 'Print'. The main area displays a timetable for 'Gr11 Taylor,Girls'. On the left, a search box is labeled 'Search: gi' and a list of students is shown, with 'Gr11 Taylor,Girls' selected. The timetable itself is a grid with columns for 'Day 1', 'Day 4', and 'Day 5'. The bottom section shows a student's details, including 'Title', 'Surname', 'First Name', 'Gender', 'Learn', 'Grade', 'Class', and 'Race'. Annotations with arrows point to various features: 'Search and select' points to the search box; 'SaSams Data syncing and integration - SMS texting' points to the 'SASAMS-SMS' icon; 'Network sharing' points to the 'Independent' icon; 'Your linked SaSams data' points to the 'SASAMS-Update' icon; 'Change a student's subjects' points to the 'Student Change' tab; 'Change a student's classes' points to the 'Student Opportunities' tab; and 'Edit, Delete, or Change a student to a different grade.' points to the 'Edit, Delete, Promote' tab.

5.1 Finding and changing students

Click in the search box and type in a part of the student's name. The program works on intelligent search, and you only need to enter a portion of the name to be shortlisted. Click on the student's name, and their timetable and relevant information will be displayed. Use the tabs at the bottom to change their subjects and classes.

Student Opportunities to change a students to a different class



Where you see the South African flag is where there is SaSams connectivity.

5.2 SASAMS



5.2.1 SaSams - SMS Messaging

We've chosen not to become an SMS reseller, so you can pick your preferred SMS vendor with which to send your messages through. You can click on the headers to filter specific fields (e.g., Parent -> Occupation, etc.)



5.2.3 SASAMS - Update and Auto Sync



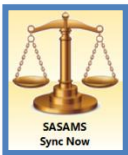
SaSams ID's

Make sure that the reference codes are correct. Click on the tabs in the upper left: [Subjects], [Reg. Classes], and [Teachers]. Data with the green tick will be exported. Sometimes there may be subjects or teachers (e.g., cricket, teacher ghost 1) that you do not want to export, and the ID can be set as blank. On the right the actual database information is shown.

IDs are used to link to the database. Double click to change or drag and drop. Only valid IDs will be exported.

ACTION = [ID] = SASAMS

Change to a duplicate database



[Sync Now] to start the automatic data sync with your SaSams database.

SaSams 12.1.6 Educator's groups are being updated, which are the teachers' class workloads. The students with their subjects and class list placements are also updated.

The groups and class lists are being updated in SaSams.



You can run the autosync on a regular basis to make sure the data is in Sync. You can change to a duplicate database by clicking top middle **Copy**. Any new students in SaSams will also be imported.

Snrs register classes do not update

Note: We normally don't like to delete anything so you might find empty and outdated groups in SaSams 16.1.6 with 0 student that can be deleted from within SaSams.



5.4 Other Admin Data Exchange (e.g. Saspac)

Make sure that the reference codes for the subjects and teachers are completed correctly. If a subject or teacher is not used, the ID can be empty.

The screenshot shows the Saspac interface with a table of subjects and teachers. The table has columns for 'Nr', 'Name', and 'Database'. The 'Database' column contains values like 10, 11, 12, 17. Annotations are present:

- Creates an additional data export in Excel:** Points to the 'Export to Excel' button.
- Life link - Exchange folder. - Click link Live:** Points to the 'Link is live' status.
- Waiting for admin system to process:** Points to the 'Show pending: 301 records' button.

Nr	Name	Database
1	Gr8 Accounting	10
2	Gr9 Accounting	10
3	Gr10 Accounting	10
4	Gr11 Accounting	11
5	Gr12 Accounting	11
6	Gr8 Afrikaans First Additional Language	11
7	Gr9 Afrikaans First Additional Language	11
8	Gr10 Afrikaans First Additional Language	11
9	Gr11 Afrikaans First Additional Language	11
10	Gr12 Afrikaans First Additional Language	12
11	Gr8 Afrikaans Home Language	17
12	Gr9 Afrikaans Home Language	17
13	Gr10 Afrikaans Home Language	17
14	Gr11 Afrikaans Home Language	17
15	Gr12 Afrikaans Home Language	17

5.4 Student Substitution

The student teacher substitution is associated with the surnames, relative to where they are in the alphabetical list. For example, if you are a teacher and your surname is Smith, then you should get the same surname range coming to you for substitution. (Smith, Scott, Stone, Thompson, Taylor)

The students' surname association is printed for the teachers. This is an easy way for the teachers to be able to quickly check whether that student can be there or not. It is still recommended, when in doubt, that the student ask to see the student's time table and double check on there that he/she must be there for substitution.

Note: this is arranged to the relative alphabetical position of the students and teachers, so you can have a teacher's surname starting with B, and his student substitution surname association list might only start at E.

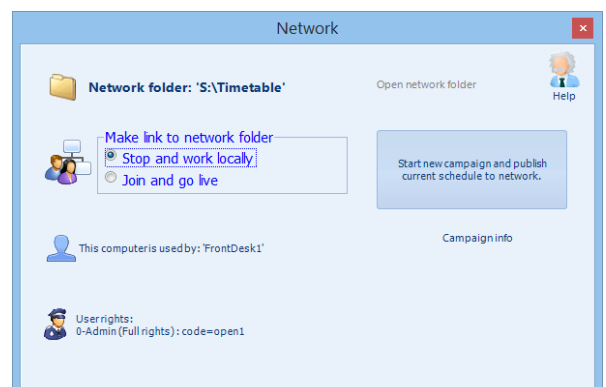
5.4 Network Sharing

Click on the network icon, top right, to start and campaign on the shared network drive (e.g., s:\server\teachers\tt_2018).

The other work stations need to have the program installed on their local C- drive and then linked to the shared campaign.

Note: User rights can also be assigned as to who can change students.

The undo button does not work during shared mode since the updates are live. Read the "Help" - top left of the screen.



6. Other questions

6.1 How to copy to another computer

Copy the complete time table folder to a flash drive, and from the flash drive, copy it onto the new computer onto C drive. This will take the data, program, activation and everything over.

If you are linked with SaSams, remember to set the path on the new computer under (Menu)->SaSams->Path.

If you linked on the network, remember to join the network campaign.

6.2 How to restore from internal backups

The program keeps 100 internal backups that are made every time you enter the timetable program. It is also important to make backups on a regular basis onto an external Flash drive because if anything unforeseen would happen to the computer, the school timetable with the internal backups on that computer would be lost.

(Menu)->Support->Internal backups

6.5 Key systems

With each system there are advantages and disadvantages:

System	FET Supreme - Level 1: LO single classes - Level 2: LO grouped	FET Basic	Academic (not legal)
Information	Good	Workload dictatorship	
Nickname	“The Ferrari”.	“The milk train”	The old system
Rated	☆☆☆☆☆	☠	☆☆☆☆☆
Total Keys	6 keys	2 sets of 3 keys each	6 keys
Total Permutations	720	12 (very limited)	720
Can work for	Any type	Small schools (less than 600) or very big schools more than 1400 pupils	Any type
LO placed in	Keys	Registered classes	Registered classes
Speed: Planning to printing	Fast	5-7 times as long	Fast
Disadvantages	LO split into components. However FET Level 2 combines 2 LO classes together with the third sport class separate, which is more acceptable.	Since this system is known as a dictatorship, the workload is often unsatisfactory.	This system is <u>not legal</u> according to the Dept. guideline time allocation.
Flexibility	Easy and fast.	Restricted	“Easy and fast.
Immigrant Students	Yes - can accommodate	No – cannot accommodate	Yes - can accommodate
Workload			
Teacher max classes per grade	6	3	6
Max LO <u>periods</u> a teacher can teach in each of the Gr-12’s.	6	6 as guideline but can be more than 9 for big schools	6
A teacher’s accumulative max LO periods in the Seniors	18 (6+6+6)	Also recommended max of 6 periods per grade = 2 classes * 3 period	18 (6+6+6)
How LO is placed	LO is placed in the Keys. With Supreme Level 2, the two LO components are grouped together , with LO Sport separate.	LO placed in the registered classes. A subject is automatically found and removed from the Keys to place LO.	LO placed in the registered classes. A subject is automatically found and removed from the Keys to place LO.

End.

(menu)->Print->Who is free : [conflict matrix] is top right